

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

June 3, 2004

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 408**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Amendment to Rule 1.5.1

Issue Date: June 3, 2004

At its regular business meeting on June 2, 2004, the Civil Service Commission approved the proposed amendment to Rule 1.5.1. This amendment will be effective June 2, 2004. Explanation for the rule change appears in General Circular 1563.

If you have any questions you may contact the Program Assistance Division at 225-342-8274.

Please make the following changes in your Civil Service Rules:

<u>REMOVE</u>		<u>INSERT</u>	
<u>Page</u>	<u>T/S</u>	<u>Page</u>	<u>T/S</u>
20.1	363	20.1	408
20.2	370	20.2	408

Sincerely,

s/Allen H. Reynolds
Director

CHAPTER 1

DEFINITIONS

The following words and phrases when used in these Rules shall have the following meaning ---

- 1.1 'Abandonment of Position' means the desertion by a Classified employee of his position.
- 1.1.1 'Acceptable Rating' means a performance appraisal rating of either "Achieves Results Expected", "Exceeds Results Expected" or "Outstanding".
- 1.1.2 'Action' means a personnel transaction effecting a change to a person's employment or to a position.
- 1.2 'Allocation' means the determination of the job to which a position is deemed to pertain.
- 1.3 Repealed, effective January 1, 1975.
- 1.3.1 'Annual Leave' is leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, or transaction of personal affairs.
- 1.4 'Appointing Authority' means the agency, department, board, or commission, and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.
- 1.5 'Appointment' means an offer by an appointing authority to a qualified person of employment in a classified position and the acceptance of such offer.
- 1.5.01 'Article' or 'Civil Service Article' means Article X, Part I of the Constitution of the State of Louisiana of 1974, ratified by the electorate of Louisiana.
- 1.5.02 'Base Supplement' means additional pay above the range maximum, when authorized by the Commission and approved by the Governor under limiting factors (e.g., by job titles, geographic areas, organizations, etc.) it deems appropriate when market and employment conditions require such supplement in order to maintain competent and experienced staff, which is treated as a part of base pay.
- 1.5.1 'Bona Fide Student' means a person enrolled in an accredited high school, college or university in the State, or a person enrolled in a State-operated technical college, in a sufficient number of courses and classes in such institution to be classified as a full-time regular student under the criteria used by the institution in which he is enrolled; or a person enrolled in an off-campus college work-study

program in a proprietary institution of higher education as defined in Section 102(b) of the Higher Education Act of 1965, as amended. Less than full time students may be considered for employment as bona fide student employees only for work performed under the Federal Work-Study Program. A bona fide student shall retain his status during breaks, which occur in the course of or between sessions, including summer breaks. In addition, colleges and universities may employ their own full-time and part-time students as bona fide students.

- 1.5.2 'Career field' means any one of a job series or group of positions considered to have a close occupational relationship and categorized as such by the Department of State Civil Service. A career field shall include a job series, or series of jobs that were created to provide a natural progression. The career field(s) used by an agency in a layoff shall be the career field(s) in the official career field listing as updated through the latest Transmittal Sheet dated before the layoff plan is received by the Department of State Civil Service.
- 1.5.2.01 'Cause' means conduct which impairs the efficient or orderly operation of the public service.
- 1.5.2.02 'Certifiable Scores' means a range of scores on a selection procedure which would likely be in the top five grade groups on a certificate of eligibles if one were issued.
- 1.5.3 'Change in Position' for the purpose of the performance appraisal rating system, means either a voluntary demotion or the assignment of an employee to another position in the same or a different job with significantly different duties from those of the position he previously held, or the movement of an employee to another position in another agency.
- 1.6 'Class', for the purpose of these Rules, means the same as 'Job'. (See Rule 1.17.1.1)
- 1.6.1 'Classification Plan' means the hierarchical structure of jobs, arranged in pay grades according to job evaluation results.
- 1.7 'Classified Position' means any office or position in the Classified Service.
- 1.8 'Classified Service' is defined as that body of employees performing personal services to and for the State or any of its instrumentalities, except those rendering such services who are specifically exempt from the Classified Service by the Article and these Rules.
- 1.9 'Commission' means the State Civil Service Commission.